

**VILLAGE OF THIENSVILLE
2020 BUDGET WORK SESSION
MINUTES**

DATE: Monday, October 7, 2019

LOCATION: 250 Elm Street
Thiensville, WI 53092

TIME: 5:30 PM – 6:00 PM
Recess and Reconvene after Committee of the Whole
Scheduled at 6:00 PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:08 PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Sam Azinger	Rob Holyoke
	Kristina Eckert	Kenneth Kucharski
	Ronald Heinritz	David Lange
Administrator:	Colleen Landisch-Hansen	
Staff:	Police Chief Curt Kleppin	
	Fire Chief Brian Reiels	
	Director of Community Services/Public Works Andy LaFond	
	Village Clerk/Deputy Treasurer Amy Langlois	

III. REVIEW AND DISCUSSION OF THE PROPOSED YEAR 2020 BUDGET

A. Overview of the proposed budget by Administrator Colleen Landisch-Hansen

Administrator Landisch-Hansen presented the 2020 budget draft which includes the General Fund summary, summary of all funds, the General Fund percentage of comparison per departments and the assessed equalized values. The Village's ratio of assessed value is estimated to be 86.777%. This indicates that this will be the first year out of compliance.

There is a projected decrease of 54.5% in State Shared Revenue for 2020 and a projected 6.0% increased budget for Highway Aids. The decrease in State Shared Revenue is due to the 2019 Budget not complying with Expenditure Restraint because of the TIF closure.

The capital projects proposed budget is \$603,897.

The tax rate for 2020 will increase by about \$0.02 which on an average home in the Village shows an increase of \$3.11 of property taxes for the Thiensville portion. The overall levy increased by \$6,256; of this, \$370 was related to net new construction with the other portion, \$5,886 for the personal property aid adjustment.

The State Shared Revenue decreased by \$53,485; that is a 54½ % decrease. This is because the Village will not be receiving the Expenditure Restraint payment this year because the 2019 Budget did not comply with the Expenditure Restraint Program due to the closure of the TIF.

The State Highway Aid increased by 6% this year. The State bases this formula on the miles of highway and highway expenditures over the last six years.

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With interest rates continuing to rise and a strong Fund Balance, the Village is expected to exceed \$100,000 in interest revenue for 2019. This has been reflected in the 2020 budget.

The use of Fund Balance is a revenue account. To offset this, there is a Contingency account. This helps the Village absorb some of the swings to worker's compensation insurance, election expenses, health insurance, wage increases, etc. For example, there are four elections scheduled for 2020, double the number in 2019. There was a 26% decrease in worker's compensation insurance compared to 2019.

Wages are projected to have a 2% increase; this is in line with the police contract. There is a .2% increase for general employees for WRS, a 1.02% increase for protective services, a 5% increase for health insurance and the dental insurance is flat.

In regards to Expenditure Restraint, the estimated percentage allowed for 2020 is 1.7%. The increase in the allowable percentage is attributed to mainly the calculated average consumer price index of 1.69% plus the net new construction within the community of 0.117%. The net new construction of 0.117% resulted in a tax levy increase of \$370. Total levy increase was \$6,256.

The Capital Projects Fund is projected to receive \$400,000, the Old Village Hall Fund will receive \$3,000 from the tax levy which covers the utilities and \$40,000 of tax levy is allocated to the Stormwater Management Fund.

Funds #51 and #52 were created to make debt service payments and collect special assessments for the construction of two water co-ops that connected to the Mequon Water Utility. These funds will expire in 2024.

Capital requests include \$35,000 for municipal center roof (year 1 of 2 – Phase 1), \$15,000 main entrance/front office security and reception upgrades, \$5,500 for security camera additions, \$9,500 for telephone system upgrade and \$10,500 for property file digitization.

The main entrance/front office security and reception upgrade has \$60,000 in reserves. This includes security upgrades to the front lobby. The additional \$15,000 will fund this with \$75,000 and would start with an architectural plan. A portion of this may be able to be funded from the sewer utility because this office does all the utility billing and sewer office work. This is to make the front office more secure with the hope to maintain the customer experience. A panic button system has been installed for the front office staff at this point. More efficiencies as far as desk location and adding another desk for the building inspector are also planned. Trustee Azinger suggested having a separate entrance for the Police Department and one for Village Hall. The requested budget amount is to do the work in the existing footprint. President Mobley believes that the customer experience with Village Hall is important. Trustee Eckert likes the idea of two separate entrances. President Mobley and Trustee Holyoke like the footprint of the Village Hall entrance as it is now.

The request for \$9,500 for telephone system upgrade is to update the backbone/computer part of the telephone system which was last done in 2008. It is operating on a system called Centrex. The new hardware allows to move to a SIP Trunk which involves more affordable lines and more vendors that can provide them and greater options when calls are transferred to dispatch.

The request in the amount of \$10,500 for property file digitization is to scan all the property files and save electronically with the hopes to improve customer services. This price includes scanning and naming approximately 87,000 documents.

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B. Police Department by Police Chief Curt Kleppin

Total amount of Police Department Capital Outlay is \$59,800 which includes: \$8,000 for a copier, \$2,500 for computer and software, \$22,000 for squad replacement (2 of 3 year), \$4,500 for tactical vest plate replacement, \$8,000 for (3) radar patrol units, \$1,800 for (3) smart phones, \$9,000 for P25 radio, \$2,300 for booking room furniture, \$800 for lunch room cabinet and \$900 for firearm cleaning barrel.

Police Chief Kleppin is requesting \$8,000 for a new copier. The copier in the Police Department was purchased in 2012 and scheduled to be replaced in 2020. Service technicians are called 3-4 times per month. Trustee Kucharski inquired if the option of purchasing vs. leasing a copier had ever been looked into. Administrator Landisch-Hansen stated that the Village is on the state program with the front office copier and does not pay for any toner or service. The Police Department and the Fire Department are both requesting a copier so looking at how this may be able to be shared could help with costs.

The \$2,500 requested for computer and software is to update a desktop computer. Many of the computers in the Police Department do not have Word. Chief Kleppin would also like to install a PDF modifier. President Mobley inquired if the Police Department would contact the County to inquire if they had software for the Department. Director of Community Services/Public Works Andy LaFond will look into this for Chief Kleppin.

The black Crown Victoria squad car is a 2011 with 88,000 miles and is in rough shape, there is no air conditioning, the heat is stuck on and is getting rusty. Chief Kleppin would like to replace this vehicle. There would not be any graphics on the car and putting lights on the inside would help keep the cost down. This squad would be used for schools, for training and as the third patrol car. The two 2018 Ford Explorers have been in the shop often. Chief Kleppin is thinking of some type of Explorer type of vehicle or pickup truck.

Trustee Holyoke stated that in past practice, when it was time to trade in the two main squad cars, one would be kept as the third vehicle. The Police Department vehicle replacement is a three-year cycle which would indicate that the Explorers would be replaced in 2021. Fire Chief Reiels stated that the Crown Victoria was skipped during the last replacement cycle. If the make of vehicle is changed, cages will not fit so a new one would need to be purchased. The Fire Department is very happy with their Tahoe. Administrator Landisch-Hansen suggested changing the cycle to every year alternating vehicles instead of replacing two every three-years.

The tactical vest plates have a 5-year warranty. The \$4,500 requested will replace all 7 for the Department. The manufacturer will only warranty these for 5 years.

Four tazers are also requested in the amount of \$2,000 each which includes cartridges and batteries. There are reserve funds from 2019 for pepper balls, the fast ID and crime scene tent in the amount of \$6,000 that could go towards the tazers. Chief Kleppin does not believe there is a need for these items at this time.

Three radar patrol units in the amount of \$8,000 is requested. These get used daily.

Chief Kleppin would like three smartphones (one for each squad). Requested is \$1,800 for this purchase. The Officers are currently using flip phones with no internet access. The Village can buy cell phones with state contract pricing.

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The \$9,000 for the P25 radios is requested to fund the account. Two additional radios are requested and will be used by the Special Police as well as to have as backup in the event that one is not working. Trustee Holyoke will inquire with the County as to if these radios will be charged to each municipality or if the County will be providing them.

There currently is no furniture in the booking room; \$2,300 is requested for a stainless steel bench and a cabinet.

A lunch room cabinet is requested in the amount of \$800.

A firearm cleaning barrel is used to unload weapons. This request is for \$900.

C. Fire Department by Fire Chief Brian Reiels

The total amount of Fire Department Capital Outlay is \$320,475 which includes: \$6,900 for a copier, \$5,000 for hose replacement program, \$4,200 for three iPads with vehicle mounting bracket, \$7,000 for thermal imaging cameras, \$1,000 for extrication cribbing, \$1,500 for extrication chocks, \$4,500 for 1 battery powered positive pressure fan (phase 1 of 2), \$5,000 for pager replacement, \$275,000 for TFD training facility, \$10,000 for turnout gear and \$375 for "Training in Progress" sign.

The Fire Department is also in need of a copier; \$6,900 is requested. Chief Reiels believes that this can be deferred for a year.

The amount of \$5,000 is requested for the ongoing hose replacement program.

Three iPads are requested in the amount of \$4,200. Currently the Department is using Toughbooks which are proving to be unreliable.

The current thermal imaging cameras have been a drain due to replacing \$450 batteries often; \$7,000 is requested. These are used during fires and greatly reduces the time locating someone and allowing a firefighter to go in and out more quickly.

Extrication cribbing in the amount of \$1,000 is requested. This is used to stabilize vehicles.

The amount of \$1,500 is requested for extrication chocks.

A battery powered positive pressure fan (phase 1 of 2) is requested in the amount of \$4,500.

Pager replacement in the amount of \$5,000 is requested. This may not be necessary depending on the County replacement program.

Chief Reiels understands that the \$275,00 requested for the TFD training facility is not feasible at this time due to the budget.

Turnout gear is an ongoing process. The amount requested of \$10,000 is enough for five sets of turnout gear. Turnout gear includes the pants and coat worn by a firefighter.

"Training in Progress" signs are requested in the amount of \$375.

D. Department of Community Services/Public Works by Director Andy LaFond

The total amount of Department of Public Works Capital Outlay is \$159,000 which includes: \$20,000 for vehicle replacement fund, \$100,000 for garbage truck and Cushman replacement reserve, \$10,000 for skid steer snow blower, \$12,000 for Emerald Ash Borer program, \$5,000 for vehicle oil storage and \$12,000 for sidewalk maintenance program.

The \$20,000 requested for the vehicle replacement fund is to build funds in the event a truck is needed to be replaced. This is used for smaller vehicles.

The garbage truck and Cushman replacement reserve account has \$124,000. An additional \$100,000 is requested. The current garbage truck is a 2002 and is starting to show its age. Hopes are to get another year or two out of it. Garbage trucks cost about \$400,000. Director LaFond does not see contracting out for garbage as a significant staff change.

The skid steer snow blower is a new request in the amount of \$10,000. This will be used on paths and sidewalks and will allow for more efficient snow removal in the business district with on-street parking.

The Emerald Ash Borer Program request is for \$12,000. This amount is higher than last year due to the expectation of more trees to be taken down and replaced as well as tree waste; \$8,000 was requested last year.

The request in the amount of \$5,000 for vehicle oil storage is to replace various 55 gallon drums of oil that take up a lot of space. This request is for 9 stacking tanks. These will save space and time.

The sidewalk maintenance program request for \$12,000 will be used for fees associated with maintaining the sidewalks.

Pigeon Creek and annual fishladder maintenance are funded with enough reserves. No new request. This is used for erosion control as needed, weed control or any updates.

There is \$16,000 requested for eight picnic tables and garbage cans for Village Park. There are many requests to donate a bench, and Director LaFond suggested asking people to donate a picnic bench instead. If this request were to stay, Director LaFond suggested requesting \$8,000 for only garbage can replacement.

The park light request of \$14,000 is to update all the fixtures in the park on the concrete light poles owned by the Village to LED lights. This ties into the updates made throughout the Village. These lights can be increased or dimmed depending on activity in the Park.

The tennis court resurface request in the amount of \$40,000 is to replace the courts. Resurfacing happens every six to seven years. Unfortunately, the whole court needs to be replaced. Director LaFond supports deferring the tennis court request to make sure the boat launch project happens.

Director LaFond also submitted the following Unclassified Capital Equipment and Improvement Fund requests:

Requested is \$10,000 for the Public Works yard remediation. There is \$17,565 in reserves. This remediation is needed due to a spill of chemicals used for fire training many years ago. There is still an open DNR case. This area needs to be capped with asphalt, a barrier of a rubber membrane and gravel or capped with a building. Director LaFond believes the DNR may require something to be done within the next few years to close out the case.

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The boat launch request in the amount of \$321,000 includes the grant award; the Village's portion will be about \$169,000. This project addresses the erosion issues from the ice dams breaking open the Gambian baskets.

The old village hall renovations amount requested is \$360,000. This number includes all of the improvements. The basic work amounts to about \$220,000. If insulation would be installed, this would cost an additional \$21,000. An elevator costs about \$60,000.

The North Main Street bike trail spur has sufficient money in reserves. The Village is working with We Energies regarding easements. This will be a Public Works project.

There is \$443,685 in the road program reserve. It has been determined that the next road to be worked on is Sunny Lane between Laurel and Oakwood and Oakwood between Heidel and Grand. The price estimate for this is \$387,000; \$176,000 of this is storm sewer work and \$211,000 is for the roadway. This includes 20% contingency.

For the Freistadt Road bike trail, \$320,000 is requested. There may be future grant opportunities for this project. Applications can be submitted for this grant beginning in December, 2019. A six-foot asphalt path on one side from River Road to Green Bay Road would cost about \$316,000; if only doing this path from Park Crest to Green Bay Road this would cost \$126,000. Director LaFond suggested deferring this request until further along in the grant process. The grant is up to 90% of the project with up to six years to complete. In comparison, if putting a sidewalk on both sides of the road from River Road to Green Bay would cost \$870,000 and from Park Crest to Green Bay Road would cost \$371,000.

Four cameras at Buntrock Avenue and Main Street would cost about \$4,500 - \$6,800 depending on the type of equipment.

The request for two entryway features on Freistadt and Green Bay is for \$26,000.

E. Balance of Departments by Administrator Colleen Landisch-Hansen

A grant from the TBA is requested in the amount of \$5,000. The TBA will come before the Board in November with an update. The TBA is very close to being solvent and are now requesting an annual contribution of \$5,000.

Administrator Landisch-Hansen suggests keeping the following in the budget:

Municipal center roof for \$35,000, security camera additions for \$5,500 and property file digitization for \$10,500.

Police Department requests of \$2,500 for computer and software, \$22,000 for squad replacement (2 of 3 year), \$4,500 for tactical vest plate replacement, \$8,000 for (3) radar patrol units, \$1,800 for (3) smart phones, \$9,000 for P25 radio, \$2,300 for booking room furniture, \$800 for lunch room cabinet and \$900 for firearm cleaning barrel.

Fire Department requests of \$5,000 for hose replacement program, \$4,200 for three iPads with vehicle mounting bracket, \$7,000 for thermal imagine cameras, \$1,000 for extrication cribbing, \$1,500 for extrication chocks, \$4,500 for 1 battery powered positive pressure fan (phase 1 of 2), \$5,000 for pager replacement, \$10,000 turnout gear, \$375 for "Training in Progress" sign and \$8,000 for training ground upgrade.

DPW requests of \$20,000 for vehicle replacement fund, \$10,000 for skid steer snow blower, \$12,000 for Emerald Ash Borer program, \$5,000 for vehicle oil storage and \$12,000 sidewalk maintenance program.

It was decided to move the \$16,000 in reserves for fire station exhaust modification that is no longer needed for the Fire Department to be used for Emerald Ash Borer.

Park requests for \$8,000 for garbage cans, \$14,000 for park lights and \$20,000 for tennis court resurface.

Trustee Holyoke does not support the entryway features totaling \$26,000. It was decided to remove this request and add these funds to the road reserve. Trustee Azinger would like to continue setting aside funds for a garbage truck.

Trustee Heinritz inquired about leaf pick-up in the Village. Director LaFond stated that there is a great amount of staff time involved in picking up leaves. New stormwater requirements state that the addition of leaf loads to the streets result in going backwards in stormwater requirements.

Trustee Holyoke suggested contributing more funds to the F. L. Weyenberg Library.

The 2020 Budget Public Hearing will be Monday, November 4, 2019 at 6:00 PM.

IV. ADJOURNMENT

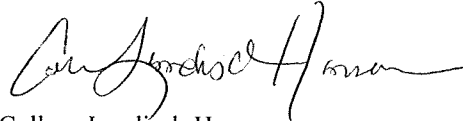
MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to adjourn the 2020 Budget Work Session at 8:47 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Administrator